## PROJECT NO. GUIDE FOR ASSEMBLING SPECIFICATIONS, SPECIFICATION DRAWINGS, AND BID FORMS (Construction Contracts estimated to exceed \$25,000) NUMBER CHECK ITEM OF COPIES (/) FIRST VOLUME: GSA FORM 1118 - FRONT COVER - SPECIFICATIONS AND BID FORMS - DESIGNATE SET-ASIDES TABLE OF CONTENTS - BLUE - INCLUDE PROJECT TITLE, LOCATION, AND PROJECT AND CONTRACT NUMBERS GSA FORM 3506 - CONSTRUCTION CONTRACT CLAUSES (FIXED-PRICE) 1 GSA FORM 2653 - VALUE ENGINEERING INCENTIVE CLAUSE GSA FORM 3505 - LABOR STANDARDS (CONSTRUCTION CONTRACT) 1 GSA FORM 1085 - WAGE RATE SCHEDULE, OR APPLICABLE WAGE DETERMINATION DECISION SUPPLEMENTARY CONDITIONS **TECHNICAL SPECIFICATION MANUAL:** SECTIONS UNDER DIVISIONS 1 THROUGH 13 SPECIFICATION DRAWINGS (ARCHITECTURAL AND STRUCTURAL) (Assembled in numerical order) BACK COVER ADDITIONAL VOLUMES: \* GSA FORM 1118 - FRONT COVER - SPECIFICATIONS AND BID FORMS - DESIGNATE SET-ASIDES \* TABLE OF CONTENTS - BLUE - INCLUDE PROJECT TITLE, LOCATION, AND PROJECT AND CONTRACT NUMBERS SECTIONS UNDER DIVISIONS 14 THROUGH 16 SPECIFICATION DRAWINGS (MECHANICAL AND ELECTRICAL) (Assembled in numerical order) \* BACK COVER LAST VOLUME: **BID FORMS:** GSA FORM 1118 - FRONT COVER - SPECIFICATIONS AND BID FORMS - DESIGNATE SET-ASIDES STANDARD FORM 1442 - SOLICITATION, OFFER, AND AWARD 3 GSA FORM 3501 - SOLICITATION PROVISIONS (ADVERTISED) 1 GSA FORM 3502 - SOLICITATION PROVISIONS (NEGOTIATED) 1 SUPPLEMENTARY INSTRUCTIONS TO BIDDERS 1 GSA FORM 1735 - INFORMATION REGARDING BUY AMERICAN ACT GSA FORM 1903 - NOTICE TO BIDDER 1 GSA FORM 3503 - REPRESENTATIONS AND CERTIFICATIONS 3 STANDARD FORM 24 - BID BOND 2 BACK COVER 1

(See reverse for special reproduction instructions)

REMARKS

Method of reproduction of following GSA Forms and overprints:

GSA Form 1118, Front Cover - Specification and Bid Forms
GSA Form 1085, Wage Rate Schedule

a. The above GSA forms and special ordered editions of standard forms included in this package have been prepared in original copies and shall be used as the master copy for transfer to offset direct image plates. Do not repeat copy preparation unless specifically called for in the requisition.

b. Reproduction shall be by offset process using size 8 1/2 x 11-inch substance 20 (per 500 sheets) weight paper stock for all forms and overprints, except GSA Form 1118. GSA Form 1118 shall be reproduced on size 8 1/2 x 11-inch buff index or card weight stock.

c. All items checked on reverse are to be assembled in the project specification in the sequence and quantity specified.